



ADDENDUM# 1

MANAGEMENT OF SUPPORT SERVICES (Mailroom Services)

Bid # 200018

March 20, 2020

The attention of bidders submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Bidders shall acknowledge this Addendum in the bid response.

BID OPENING POSTPONED TO: APRIL 8, 2020 AT 2:00 pm.

Due to COVID19, Town Hall is officially closed to the public. Therefore, we ask bidders to have all bids delivered through USPS, UPS, FEDEX, or any other mail carrier service.

The following are questions asked/answered during Conference Call Pre-bid Meeting 3/18/20:

Q1: Can the deadline be extended?

A1: Yes, the new bid opening is now April 8, 2020 at 2:00 pm.

Q2: Can interview process of selection be a conference call or not in person?

A2: As with this pre-bid meeting, if we are still under COVID19 restrictions, we will take measures appropriately.

Q3: Does the switchboard have to be manned all day.

A3: Yes, hours of the switchboard is 8:00 AM – 4:30 PM. Lunch and breaks should have coverage.

Cc: Elizabeth Hewitt, WHPS Director of Business Services

Lisa Newton, Financial Operations Manager